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School of Education & Human Development / Reading Center

Suite 429 2201 G Street, N.W. Washington, D.C. 20052 (202) 676-6286

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Dear Educational Representative or Work Supervisor:

Your own responsible employees may be impeding the efficiency of your workplace because their literacy skills cannot rise to meet increasingly complex communication tasks. Limitations - perhaps unacknowledged or undetected - in reading, writing, listening, speaking, and/or computing may interfere with job effectiveness and retraining or promotion efforts. These deficits diminish an individual's pride and self-reliance. Resulting frustrations can occur at all career levels and can change worker potential into worker stagnation.

The George Washington University Reading Center's unique series of courses for adults addresses inadequate literacy skills at all levels. Rather than tailor the instruction to meet specified job requirements, the teachers focus on the literacy needs of those adults who enroll. Because the learning is personally relevant, the students gain confidence to learn and to change their language competencies. As they experience success and enjoyment while learning, their frustrations, fears, and self-defeating attitudes evaporate. Their increased sense of motivation and potential is reflected in significant contributions to their work.

The Adult Language Enrichment Program (ALERT) includes eleven non-credit courses from developmental to post-graduate levels: five levels of reading, two levels of English for non-native speakers, two levels of writing, and one level each of spelling and oral communication skills. Please encourage your valued employees, associates, and students whom you feel are not living up to their potential to consider ALERT enrollment. Courses are scheduled year around during mornings, afternoons, and evenings.

For further information about ALERT, contact me at The Reading Center.

Sincerely yours,

Nancy Goudreau

Coordinator of the Adult Language Enrichment Program

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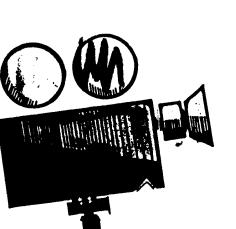
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FOCUS ON CLASSES FOR ADULTS AT The G.W.U. Reading Center

COURSES AND TUTORING TO MEET INDIVIDUAL NEEDS IN READING, WRITING, SPELLING, STUDY SKILLS, LANGUAGE ENRICHMENT

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